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**BAPP BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 3, 2015 – 10:30 A.M. (C.S.T.)  
PARK PLACE CENTER, SIOUX FALLS, SD**

Sevening called the meeting to order at 10:33 a.m.

In attendance: Mark Bontreger, Nicole Bowen, Terri Brown, Amy Hartman, Linda Peitz, Diane Sevening and Jill Viedt.

Not in attendance: Barb Ohme.

Guest in attendance: Justin Pierson, DSS Senior Policy Analyst, participated via conference-call.

Staff in attendance: Paula Koller and Tina Nelson.

Peitz moved and Hartman seconded a motion to approve the September 3, 2015 Board of Directors meeting minutes. Motion carried by a unanimous vote.

Peitz moved and Bontreger seconded a motion to approve the budget and financial report. Motion carried by a unanimous vote. Hartman inquired why employee salary was lower in August.

Hartman moved and Peitz seconded a motion to approve the sixty (60) month lease with Marco, for the Canon IRC5240A (color printer/copier). Motion carried by a unanimous vote.

Viedt moved and Peitz seconded a motion to approve purchasing / utilizing Mozy, to back-up the BAPP's computer documents. Motion carried by a unanimous vote.

The BAPP charges \$25.00 per Portfolio Review form, with no limit on the number of syllabi reviewed. Chapter 20:80:03:02 reflects "(1) Application materials or portfolio reviews, \$25". Pierson reported Iversen-Pollreis stated the statute is vague enough to make the following change: (\$25 to review up to three course syllabi). Hartman moved and Viedt seconded a motion to approve and implement the fee change. Motion carried by a unanimous vote.

Sevening called for Public Input at 11:00 a.m., hearing none, she proceeded with the agenda.

Pierson stated the Governor's Office is updating the New Board Member Training, which will be forwarded to the BAPP, upon completion.

Nominations are needed for the open Lay Member position.

Upon completion of the updated NAADAC/NCC AP Code of Ethics, the BAPP will adopt, to replace the BAPP Code of Ethics. Sevening indicated the updated code will address legal/ethical issues related to social media and tele-counseling. When available, Pierson will forward a copy to the Department of Social Services, Division of Legal Services, for review.

Bratkiewicz participated in the meeting, via conference call, from 11:15 a.m. to 12:05 p.m.

At 11:17 a.m. Sevensing moved the Board into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

Sevensing called the meeting out of Executive Session at 12:00 p.m.

2014-4: Peitz moved and Brown seconded a motion authorizing Bratkiewicz to send a letter to the practitioner, requesting a written status report, concerning the criminal and/or civil proceedings, pending in tribal court. Motion carried by a unanimous vote.

The Board reviewed information regarding the voice message and anonymous complaint, received September 3, 2015. Bratkiewicz is awaiting results from the criminal case check through the Unified Judicial System's website. Upon review of the results, Bratkiewicz will make a recommendation.

Three disciplinary decisions (2004-03, 2004-11, 2006-08) were reported to the NPDB, but not listed on the BAPP's website. Peitz moved and Bontreger seconded a motion requesting the information be included on the Disciplinary Action section of the BAPP's website. Motion carried by a unanimous vote.

The Governor's Office and Office of Risk Management, requested the BAPP's administrative officer and attorney, participate in a training session, regarding the North Carolina Board of Dental Examiners v. Federal Trade Commission case. On November 24, 2015, Nelson and Bratkiewicz participated in the training via videoconference. The Board reviewed all pertinent information. No action necessary.

Koller gathered information from previous Board meeting minutes and created Draft Procedures for Anonymous Ethical Complaints and Complaints Regarding Individuals Not Credentialed by the BAPP. Bratkiewicz reviewed the draft and submitted comments and suggestions. The Board asked Koller to integrate information from Bratkiewicz's document, into her draft, if applicable. Koller will complete an updated version, prior to the March Board of Directors meeting.

Viedt volunteered to serve on the Ethics Committee.

Hartman moved and Peitz seconded a motion to approve R.S. upgrade, upon completion of the Status Upgrade Application. Motion carried by a unanimous vote.

Upon review of S.N. letter, offering suggested changes for the renewal process, the Board determined no action would be taken.

After speaking with P.W.S. via conference-call, at 1:10 p.m., regarding a Request for Approval of Continuing Professional Training for the Creative Community Leadership Institute, the Board approved two (2) hours of continuing professional training. It was the Board's consensus that a majority of the training was not addiction or prevention specific.

Peitz moved and Bontreger seconded a motion to adjourn the meeting at 1:23 p.m. Motion carried by a unanimous vote.

Respectfully Submitted.  
Tina M. Nelson